

~~SECRET~~

**MEMORANDUM FOR: Deputy Director (Support)**

**SUBJECT : Personnel**

1. This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 4.
2. As a result of recent discussions with members of my staff and a representative of the Director of Personnel, you are already aware of the critical need for Communications-type personnel. On the basis of current vacancies and a known attrition rate, we have estimated that our needs for the remainder of calendar year 1956 will exceed some 300 technical personnel.
3. In view of these requirements, members of my staff in conjunction with the Office of Personnel and the Office of Security have just completed a review of the established processing procedures for entrance on duty. We believe that certain refinements in these procedures will materially accelerate the entrance on duty rate and alleviate our critical personnel situation in a relatively short period of time.
4. The proposed refinements recommended for approval are as follows:
  - a. During the six-weeks period necessary for the Office of Security to conduct a National Agency Check, a prospective employee would be invited to Washington at Agency expense for a personal interview and testing as required, a pre-employment polygraph, and a pre-employment medical examination. As a prerequisite to the pre-employment polygraph examination, a candidate would be required to sign a statement to the effect that submission to the examination was on a voluntary basis.

~~SECRET~~

**SECRET**

Sanitized - Approved For Release : CIA-RDP59-00882R000300140009-2

**SUBJECT: Personnel**

b. Upon satisfactory completion of the above examinations and satisfactory completion of the National Agency Check, the applicant would then be called to duty.

c. Upon entrance on duty and after completion of the initial processing and orientation within the Office of Personnel, the employee would be assigned to basic communications training at the [REDACTED] At no time during this 25X1A6a period of training would such an employee have access to any sensitive area or material.

d. Upon receipt of full clearance, the employee would be enrolled in the highly classified segment of the Communications training and begin processing for his assignment.

5. We firmly believe that the installation of the foregoing program will immediately increase the on-duty strength of the Office of Communications. Furthermore, the economic and social advantages gained by the elimination of the medically and security disqualified candidates early in processing and prior to entrance on duty will be most substantial.

6. The Office of Communications, therefore, requests that the foregoing proposed program be approved and effected immediately.

*Signed*  
**H. M. McCLELLAND**  
Director of Communications

**CONCURRENCES:**

*Signed*  
\_\_\_\_\_  
Director of Personnel

*15 May 66*  
\_\_\_\_\_  
Date

**SECRET**

Sanitized - Approved For Release : CIA-RDP59-00882R000300140009-2

**SECRET**

Sanitized - Approved For Release : CIA-RDP59-00882R000300140009-2

**SUBJECT: Personnel**

**CONCURRENCES: (Continued)**

*Signed*  
Director of Security

*18 May*  
Date

*Signed*  
Chief, Medical Staff

*18 May*  
Date

The recommendations contained in paragraph 4 are approved

*Signed*  
Deputy Director (Support)

*18 May*  
Date

3

**SECRET**

Sanitized - Approved For Release : CIA-RDP59-00882R000300140009-2